

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **June 25, 2002**

AGENDA ITEM NO.: 11

CONSENT: **X**

REGULAR: **X**

CLOSED SESSION:  
(Confidential)

ACTION:

INFORMATION:

ITEM TITLE: **Request by the Sheriff to Participate in Virginia Law Enforcement Professional Standards Commission Accreditation Program**

RECOMMENDATION: Approve the Memorandum of Understanding supporting the Sheriff's Office participation in the Virginia Law Enforcement Professional Standards Commission Accreditation Program.

SUMMARY: The Sheriff's Office is beginning the process to be accredited by the State Department of Criminal Justice Services. This process involves an independent accreditation assessment team's review of 214 professional standards which accredited agencies must meet. Typically, accredited law enforcement agencies experience less litigation because of well documented policies and procedures required through the accreditation process.

PRIOR ACTION(S): None

BUDGET IMPACT: Direct costs for the accreditation assessment team's housing, meals and travel and a one-time accreditation fee will be absorbed in the FY 2003 Sheriff's budget.

CONTACT(S): Sheriff Ron Gillispie 847.1301  
Major Donald T. Sloan 847.1301

ATTACHMENT(S): E-mail from Major Sloan to City Manager/Deputy City Manager dated June 7, 2002  
Application and Accreditation Procedures  
Virginia Law Enforcement Professional Standards Commission  
Memorandum of Understanding



Don T Sloan

To: kpayne@lynchburgva.gov

cc: bonnie.svrcek@lynchburgva.gov

06/07/2002 09:22  
AM

bcc: rgillispi@lynchburgva.gov; eboyle@dcjs.state.va.us

Subject: State Accreditation Process for Lynchburg Sheriff's Office

Dear Mr. Payne and Ms. Svrcek;

The Lynchburg Sheriff's Office is starting the process for State Accreditation through DCJS, Department of Criminal Justice Services. This process voluntarily places agencies **through** internal and external review according to 214 professional standards. Each agency must meet, comply and **demonstrate compliance through** various applications. This process will enhance the professionalism of the Sheriff's Office as well as help reduce litigations due to lack of implemented policy and procedures..

The reason for my e-mail is as the Accreditation Manager for the Sheriffs Office I am asking for your **support and signature** on a memorandum of understanding which is a understanding between DCJS/VLEPSC and the Lynchburg Sheriffs Office **that** we are pursuing State Accreditation and the city of Lynchburg is aware of this and supportive. There will be no additional costs to the city for our involvement in **this** process beyond the Sheriff's Office current budget. If you have any **questions** concerning this you can contact me or I am sure Mr. **Ernie O'Boyle** at DCJS would be happy to answer **any** questions as well. He can be reached at (804) 786-7811.

I will be faxing you a copy of the Memorandum of Understanding for your review and signature,

Thank you for your support.

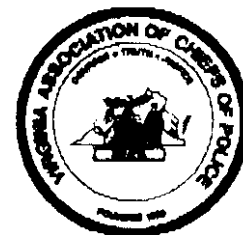
Donald T. Sloan  
Chief Deputy



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## Virginia Law Enforcement Professional Standards Commission

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### MEMORANDUM OF UNDERSTANDING

The **Virginia Law Enforcement Professional Standards Commission** hereby enters into this memorandum of understanding with the LYNCHBURG SHERIFF'S OFFICE, a Virginia law enforcement agency and supported by the governing body of that jurisdiction or institution, by which all parties agree to assist the agency toward the goal of accredited status through compliance with the standards adopted by said Commission,

The **Commission** agrees to provide the manuals, forms, and technical assistance necessary to assist the agency in their accreditation effort. The **Commission** is also responsible for the assessment team selection process as outlined in the procedures adopted by the executive board.

The **agency** agrees to develop and implement policy and procedure in compliance with all applicable standards, and to administer these guidelines in accordance with professional law enforcement practice. The agency also agrees to accept responsibility for assessment team accommodations and accreditation costs as described in the program procedures.

The **sponsoring jurisdiction** agrees to support the agency in its efforts to comply with applicable Commission standards, and to provide access to the offices and personnel necessary to complete the Commission assessment of agency compliance.

Ronald Gillespie  
For the Agency

6-7-02  
Date

\_\_\_\_\_  
For the Jurisdiction

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Commission

\_\_\_\_\_  
Date

## APPLICATION AND ACCREDITATION PROCEDURES

The Virginia Law Enforcement Professional Standards **Commission** is intended to provide law enforcement agencies in Virginia an avenue for demonstrating that they meet commonly accepted standards for the efficient and effective **operation** of that agency. It is **recognized that** the standards included in the program do not reflect the maximum amount that can be done by an agency in any one area. They are also not minimum standards.

Law enforcement executives that choose to have their agencies accredited under this voluntary program will have examined all aspects of their operation. They will have made conscience decisions about policies and **procedures** that fit the law enforcement requirements of their jurisdictions and will have implemented those policies and **trained** their employees in their use.

Accreditation does not reflect that one law enforcement agency provides better law enforcement services to its community than that of a non-accredited agency. What it does reflect is that the accredited agency was carefully measured against an established set of standards and has met or exceeded accepted practices in the field of law enforcement.

### The Standards

The standards used in this program were developed by the membership of the Virginia Law Enforcement Professional Standards Commission. Existing standards were reviewed as well as standards from other states.

### Eligibility

All law enforcement agencies as defined by §15.2-1701 of the **Code of Virginia**, and any other agency **defined** as a law enforcement agency by the Code of Virginia are eligible for accreditation under these standards. Any question of eligibility will be decided by the **VLEPSC**.

### Fees/Costs

The only direct costs for applicant agencies will be those incurred in the housing, meals, and travel of assessment team members who are involved in the assessment of the host agency, and if

certified by the executive board, a one time \$100.00 accreditation fee. This fee will be used to offset those costs associated with accreditation certificates and other program needs as designated by the board. Applicant agencies not affiliated with the founding organizations may be required to pay a \$50.00 application fee. *Plus Assessment team accommodations for 3 days during site visit (see Memorandum of Understanding)*

### Accreditation process

The accreditation process entails four (4) phases. These phases are Application, Self-Assessment, On-site Assessment, and Board Decision.

#### I. Application

Applicant agencies need only contact Commission staff by Internet or other communications mechanism. The Executive Board maintains the final decision on all applications. The applicant agency should submit the *Memorandum of Understanding* as soon as possible to the Commission. This form should be downloaded from the Commission web page; [www.dcjs.state.va.us/accred](http://www.dcjs.state.va.us/accred)

#### II. Self-Assessment

The applicant agency initiates a self-assessment to determine compliance with the standards by downloading the standards from the web page. The agency can then begin comparing existing policy with the requirements of the Commission standards. Upon self-examination, the agency may decide to withdraw its application, in which case it will advise the VLEPSC of its decision. While the agency will be provided **derailed instructions** for conducting the self-assessment, some agencies may require assistance. Assistance may be requested through the VLEPSC by Internet, letter, or telephone. Assistance to agencies will be coordinated by DCJS.

Agencies applying for accredited status may apply for a waiver of individual standards. The agency must submit requests for waivers on the Commission waiver form found on the web page. The VLEPSC will review the waiver request and advise the agency of its decision. Waivers **will be** considered on a case by case basis, and will generally be granted in those cases where the function required by a standard is not within the agency's area of responsibility. Appeals to this decision can be made to the Chair, whose decision is final.

#### III. On-Site Assessment